

# **ON THE JOB TRAINING (OJT) FACT SHEET**

## **DID YOU KNOW THAT EMPLOYERS CAN GET FINANCIAL ASSISTANCE WITH HIRING INDIVIDUALS AS TRAINEES IF THEY MEET THE FOLLOWING CRITERIA? A WIN/WIN MATCH FOR EMPLOYERS AND UNEMPLOYED INDIVIDUALS**

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1. The occupation/employment you offer must be in a demand occupation to qualify for an OJT.
2. You will have to enter into a contract with the Middlesex County Department of Workforce Development. This contract is a short document that will outline an agreed upon length of time for training and number of hours we will reimburse you for the extraordinary time and effort you must invest in training a prospective employee referred through the One Stop Career Center.
3. In general, our office will reimburse your business on a monthly basis 50% of the agreed hourly wage up to 40 hours per week for up to six months depending on the difficulty and classification of the occupation/job training.
4. The contract start and end dates will coincide with your standard workweek. Your standard workweek for regular hours worked will determine what your maximum hours of reimbursement will be. The hours stated on the Department of Workforce Development attendance timesheets you complete must be identical to your company's/agencies standard workweek.
5. Positions considered for OJT must be full time and permanent.
6. The individual trainee must be hired to work and train on the job a minimum of 35 hours per week and be eligible to receive your present full-time employee benefits.
7. You will be responsible for ensuring that the employee in training signs the timesheets and that all information is filled out completely and forward timely in accordance with our procedures in order to receive timely reimbursement.
8. Our office does not reimburse any overtime pay. Overtime hours would be hours the participant worked (trained) in excess of hours stated in the contract as your standard workday and week. Our office will base reimbursed hours on your company's/agencies regular standard workweek and standard working hours within that workweek. Reimbursement is not given for paid holidays unless the OJT employee actually works that holiday.
9. You will be required to monitor and support the employee while in training. Should any issue arise you should call our office.
10. If you give an OJT employee a pay raise, please notify our office in advance so that we can initiate a supplemental agreement and reimburse you properly.
11. You must commit to retain trainees as permanent employees upon satisfactory completion of the training program.
12. If an employee is not performing to your satisfaction; please call our office. A representative from our office may help prevent a termination before it occurs, therefore we will respond to your call as quickly as possible. If the employee is subsequently terminated, please remember to have him/her sign the timesheet before leaving your employment so we can reimburse your company.
13. If an OJT employee leaves your employ for any reason prior to working (training) 41 hours straight time and 6 days, the contract is considered null and void and your company would not be reimbursed for that time. However, from 41 hours and 6 days forward, our office will reimburse your company for 50% of all the hours worked by the employee/trainee as per the contract.

**For questions contact the Business Development Manager, Nina Rios-Rivera (732) 745-5696**  
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